

LETTER CIRCULAR - Institute for Education

Date: 19th February 2019

Ref: IfE 22/2019

From: Joanne Grima – CEO

Subject: Expression of Interest for the development and delivery of Academic Writing workshops.

Application Link: <https://goo.gl/qm7X22>

Deadline: Noon, (CET) of 28/02/2019

Further Info / Requirements: Europass *Curriculum Vitae*; scanned certificates to be sent by email to ife.recruitment@ilearn.edu.mt

The Institute for Education (IfE) invites applications from those interested in offering their services to develop and deliver workshops related to Academic Writing comprising of the following topics:

- Understanding purpose and audience
- Developing a structure and linking ideas
- Including proof and evidence
- Using appropriate lexis and effective language for clarity
- Critically analysing and evaluating texts.

The workshops will be delivered mostly through hands-on tasks. Remuneration will be of €35 (thirty-five Euro) per hour of delivery.

Eligibility Criteria

- A Master's degree in English (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) or a recognised, appropriate, comparable qualification at MQF level 7 or higher deemed relevant by the Selection Board;
- Communicate fluently in both Maltese and English.

Those having experience in the area will be given preference.

Selection Criteria

Selection will be done by an *ad hoc* Selection Board through an assessment of the information obtained from their Motivational Letter, Europass *Curriculum Vitae* and scanned copies of original documents listed in the **Eligibility Criteria**. (Applicants may be asked to produce original documents for verification purposes). The Selection criteria shall give weight to the:

- Qualifications in the area;
- Motivational letter;
- Experience in the area.

The selected applicant will enter into a contract for service, for one year starting on the day of signing. The contract for service could be renewed for another one year after expiration.

In the event where the performance of the Learning Programmes Development Expert is deemed to be unsatisfactory or not up to the required standards, the contract shall be immediately terminated and the Learning Programme Development Expert shall forfeit all remuneration due.

Intellectual Property Rights

All Intellectual Property Rights pertaining to the Academic Writing Workshops as deliverable of this expression of interest shall be vested exclusively in the Institute for Education.

Submission of application

Interested applicants are asked to submit an online application by following the link: <https://goo.gl/qm7X22>.

The Europass *Curriculum Vitae* and scanned certificates and/or testimonials will be received in the first instance by the Institute for Education at ife.recruitment@ilearn.edu.mt by not later than **noon (Central European Time) of Thursday, 28th February 2019**. Late applications will not be considered. Only applications submitted online will be considered.

Thank you.

Joanne Grima
CEO Institute for Education